

Electronic Filing News

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What's New on our ECF Website?

<http://www.mnd.uscourts.gov/cmecf/index.htm>

- **List of Version 2.4 Updates**—A detailed list of updates to the ECF software are now available.
- **Updated Users Guides**—As a result of the updates to the ECF software the User guides have been updated to include the new features.

Attorney Re-registration

The District of Minnesota is currently conducting re-registration for all active attorneys. This process occurs once every three years in the District of MN. The forms explaining the schedule for re-registration are available on the forms link of the external website:

http://www.mnd.uscourts.gov/FORMS/court_forms.htm

Attorneys are to ensure that their address and contact information are correct in ECF. This can be verified in the Utilities/Maintain your Account link in ECF.

Note: Those who do not re-register will be moved to inactive status and the ECF account will be disabled until the attorney re-registers.

Message from the ECF Project Team

Electronic Case Filing (ECF) continues to evolve all the time. The Administrative Office, which supports the District Courts, has scheduled regular upgrades to the ECF software this year. In May, we will implement changes that will allow for the viewing of written opinions for free in ECF. This free access comes as a result of the E-Government Act requiring courts to make written opinions available via their websites. Other changes for 2005 include implementing credit card payments to handle the payment of filing fees on-line.

Upcoming Training Opportunity

Since going live on ECF, the District Court of Minnesota has been invited to law firms to conduct ECF training and further discuss ECF procedures. As a result of these requests and the court's desire to continue to keep the communication lines open, the District Court of Minnesota will be offering an ECF Best Practices Forum this summer. The forum will provide attorneys and law firm staff with an opportunity to ask questions and share their knowledge of electronic filing. It will also allow the court staff to explain common filing issues, upcoming changes to the software and other important ECF procedures. In addition to learning from the court staff, those in attendance will be able to ask questions or give feedback to the court from a law firm's perspective. The Court will announce the dates and times of this forum on our website. Registrations will be accepted on a first come first served basis. In preparation for the first forum, the court will be doing a pilot of the program at Robins Kaplan, Miller and Ciresi Law firm in May.



Technology Update

PACER (Public Access to Court Electronic Records) is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts, and from the U.S. Party/Case Index. PACER is the tool that court customers can use to access information that has already been posted in a case. The cost is \$.08 a page or a cap of \$2.40 for an entire document. If issues arise when viewing information in PACER, please call PACER at (800) 676-6856 between 8:00 a.m. and 5:00p.m. Central time to discuss the problem. The PACER server is separate from the ECF server used to file documents. PACER has also created a list of frequently asked questions available on their website at: <http://pacer.psc.uscourts.gov/> The PACER center continues to implement changes to make searching and using the PACER site easier. Studies are being conducted to increase the ability to download in bulk and add new search criteria.

Filing Corporate Disclosures

When the District upgraded to the Version 2.2 software earlier this year, one of the events that was affected was the filing of Corporate Disclosures. Below are steps on how to properly file a Rule 7.1 Corporate Disclosure Statement.



1. Click on **Civil** menu choice and click on the **Other Documents** which is located under the **Other Filings** section.
2. Enter the case number and filer information.
3. From the list of events choose **Rule 7.1—Disclosure Statement**.
4. Attach the PDF version of the disclosure document.
5. A question appears asking if there are corporate parents listed or not. Type "y" for yes or "n" for no.
6. If yes was selected a window appears allowing the filer to enter the corporate parents. The text box is small, but allows for the entry of unlimited characters. If you run out of room call the ECF helpdesk. If nothing is entered in the text box or "n" was selected in the previous window, ECF places "there is no such corporation to report" in the docket text.

U.S. Bankruptcy Court to use ECF: In March 2001, the U.S. Bankruptcy Court of Minnesota began requiring all motions for relief from automatic stay and all responses to those motions to be filed electronically on ERS (Electronic Records System) a locally developed program. At the end of 2005 (October or November) the Bankruptcy court will begin using the ECF version of electronic filing. Look for more information from the Bankruptcy Court as the date for conversion/implementation draws closer. The ECF server used for bankruptcy filings will still remain separate from the District Court server.